



Standard Operating Procedure Refuse Disposal Division



Inactive Landfill Maintenance

Quarterly Site Inspection

Waste discharge requirements (WDR's) issued by the Regional Water Quality Control Board (RWQCB) for inactive landfill sites require that quarterly site inspections be performed and results reported semi-annually. The following SOP will ensure that this requirement is complied with and that necessary reporting is made.

Guidelines:

1. At least once each quarter, visit landfill site and bring along attached Quarterly Site Inspection form.
2. Deliver completed form to the Inactive Landfill Supervisor, along with a copy that goes to the Groundwater Report Program Manager.
3. Inactive Landfill Supervisor will determine priority of work for any deficiencies noted on Quarterly Site Inspection form.
4. Groundwater Report Program Manager will include completed Quarterly Site Inspection forms in semi-annual and annual groundwater reports submitted to RWQCB.

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: SM-1.0

Benefit of Compliance to Instruction:

- Maintain compliance with permit conditions

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies
- Disciplinary action

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